



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
5722 INTEGRITY DR.
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 5750.1D
00P
3 FEB 06

COMNAVCRUITCOM INSTRUCTION 5750.1D

From: Commander, Navy Recruiting Command

Subj: ANNUAL COMMAND OPERATIONS REPORT

Ref: (a) OPNAVINST 5750.12

1. Purpose. To revise the guidance for preparation and submission of the command history required by reference (a).

2. Cancellation. COMNAVCRUITCOMINST 5750.1C. Due to numerous changes, marginal notations are not included. This instruction should be reviewed in its entirety.

3. Background

a. Reference (a) establishes guidelines for annual submission of command histories for naval activities. Since FY 80, COMNAVCRUITCOM has been authorized to submit a fiscal year vice calendar year report.

b. Reference (a) lists the type of information to be included and the format to be followed when preparing command histories.

4. Action

a. Department Directors and Special Assistants. Submit command history inputs to 00P in accordance with the guidelines contained in reference (a). These inputs shall be comprehensive and include statistics, charts, and reports for the entire fiscal year. Inputs are due to 00P within 30 days after the end of the fiscal year.

b. Special Assistant for Public Affairs. Review inputs and assemble report for submission to the Director, Naval Historical Center no later than 1 December of each year.

c. Navy Recruiting Region Commanders and Navy Recruiting District Commanding Officers. Submit command histories in accordance with reference (a) directly to the Director, Naval

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Historical Center, Washington Navy Yard, 805 Kidder Breese SE,
Washington, DC 20374-5060.

5. Reports. Report Control Symbol OPNAV 5750-1 has been
assigned to the reporting requirement contained in reference
(a).

/s/

P. E. DONAHUE

Deputy

Distribution:

COMNAVCRUITCOMINST 5216.2V

List I (A and B only)